

HOW TO COMPLETE A BUDGET AMENDMENT

STEP 1: Click the budget to view the budget summary page.

Address: http://apps.sd.gov/applications/de53grants/application/grantinfo.aspx

Select Grant: 2006 - 2007 Consolidated Application

Application was submitted and assurances agreed to on 11/15/2006 6:48:16 PM by Mark Frankenstein
Application was approved on 11/20/2006 9:54:22 AM by Rob Huffman, South Dakota Department of Education

Grant	Status	Due Date	Print	Submit
2006 - 2007 Consolidated Application	Approved	07/01/2006	Print	Submit
General				
General Narratives	Approved		Print	
Needs Assessment	Approved		Print	
REAP				
Rural Education Achievement Program (REAP)	Approved		Print	
Title I - Part A				
Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)	Approved		Print	
Budget				
Narrative GSA				
Title I, Part A (School Selection)	Approved		Print	
Title I - Part A - School Wide				
ROSLYN ELEM	Approved		Print	
ROSLYN JR HI	Approved		Print	

STEP 2: Click the link: [Click here to request a Budget Amendment.](#)

eGrant Home Library Correspondence Log Out DOE Home Tech. Assistance

How To

2006 - 2007 Consolidated Application
Budget Section: Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)
Roslyn School District 18-2

Current status is: Approved

Funds Available to Budget: \$52,515

Activities	100 Salaries	200 Employee Benefits	300 Purchased Services	400 Supplies Materials	500 Capital Acquisition	Totals
Programs for Eligible Children (Title I)	\$40,000	\$11,775				\$51,775
Attendance and Social Work	\$40,000	\$11,775				\$51,775
Indirect Costs:						\$0
Funds Budgeted:						\$51,775

Funding Summary

Indirect Rate	4.43 %	Indirect Costs	\$0
Carryover	\$040		
Final Allocation	\$50,553	Funds Available to Budget	\$52,515
Transfer In	\$0	Funds Budgeted	\$51,775
	\$0	Available Balance	\$740
ReAllocation	\$1,117	Budget Number	

Edit Budget Details Approve All Budget Items

The Fiscal Representative or Business Manager must Approve All Budget Items before this Grant Section can be

STEP 3: Overview of the Amendment Page

2006 - 2007 Consolidated Application
 Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)
 Roslyn School District 18-2

[View Budget Summary](#) | [Transferability Table](#)

Total Amount Available: 52,515
 Total Amount Budgeted: 51,775
 Available Balance: 740
 Requested Amendment: 0
 Amended Budget Total: 51,775
 Current status is: Blank

If you need to add an additional budget item, choose it from the list and click the "Add" button:

Object	Activity	(A) Existing	(B) Amount of Increase or Decrease	(A+B) Revised Total
100	Programs for Eligible Children (Title I)	\$ 40,000		\$ 40,000
200	Programs for Eligible Children (Title I)	\$ 11,775		\$ 11,775
300	Attendance and Social Work	\$ 0		\$ 0
	Indirect Costs	\$ 0		\$ 0
		\$ 51,775	\$ 0	\$ 51,775

Justification:

[Save](#) [Save & Submit](#) [Delete](#)

View Budget Summary – Link to view the Budget Summary Page.

Transferability Table – Link to view the Transferability Table. (Available only to non REAP districts)

Print – The print the amendment, click the Print icon at the top of the page.

Original Budget & Revisions – Link to view the original budget or any prior revisions.

Total Amount Available:	52,515
Total Amount Budgeted:	51,775
Available Balance:	740
Requested Amendment:	0
Amended Budget Total:	51,775

Current status is: Blank

Current Status – will indicate blank, pending, submitted, denied, or approved.

If you need to add an additional budget item, choose it from the list and click the "Add" button:

Salaries

Class Size Reduction

Add

To add an additional budget item, select the object and activity from the drop down arrow. Click 'Add'.

Roslyn School District 18-2

[View Budget Summary](#) | [Transferability Table](#)

Total Amount Available: 52,515

Total Amount Budgeted: 51,775

Available Balance: 740

Requested Amendment: 0

Amended Budget Total: 51,775

Current status is: Blank

Original Budget: \$ 51,775
Revision #1: (\$ 0) \$ 51,775

If you need to add an additional budget item, choose it from the list and click the "Add" button:

Salaries

Class Size Reduction

Add

Object	Activity	(A) Existing	(B) Amount of Increase or Decrease	(A+B) Revised Total
100 Salaries	Programs for Eligible Children (Title I)	\$ 40,000		\$ 40,000
200 Employee Benefits	Programs for Eligible Children (Title I)	\$ 11,775		\$ 11,775
300 Purchased Services	Attendance and Social Work	\$ 0		\$ 0
	Indirect Costs	\$ 0		\$ 0
		\$ 51,775	\$ 0	\$ 51,775

Justification:

Save Save & Submit Delete

STEP 4: Entering the Amendment

Object	Activity	(A) Existing	(B) Amount of Increase or Decrease	(A+B) Revised Total
100	Programs for Eligible Children (Title I)	\$ 40,000		\$ 40,000
200	Programs for Eligible Children (Title I)	\$ 11,775		\$ 11,775
300	Attendance and Social Work	\$ 0		\$ 0
	Indirect Costs	\$ 0		\$ 0
		\$ 51,775	\$ 0	\$ 51,775

Justification:

Save Save & Submit Delete

2:25:34 PM Marc Frankenstein : Roslyn School District 18-2

1. Click in the 'Amount of Increase or Decrease' column & enter the dollar amount.
2. To decrease the budgeted amount, enter a negative sign in front of the number.

3. Enter whole dollars only.
4. A justification must be entered for why the amendment is necessary. A brief description of the increased or decreased activities will result in revised budget totals.
5. Click 'Save' button to save without submitting.
6. Click 'Save & Submit' to save and submit to the Department of Education. A popup will display 'Are you sure you want to submit the Amendment?' Click 'OK'.

Current status is: **DRAFT**

If you need to add an additional budget item, choose it from the list and click the "Add" button:

Object	Activity	(A) Existing	(B) Amount of Increase or Decrease	(A+B) Revised Total
100	Programs for Eligible Children (Title I)	\$ 40,000		\$ 40,000
200	Programs for Eligible Children (Title I)	\$ 11,775		\$ 11,775
300	Attendance and Social Work	\$ 0		\$ 0
	Indirect Costs		\$ 0	\$ 0
				\$ 51,775

Justification:

Save Save & Submit Delete

2:25:34 PM Marc Frankenstein : Roslyn School District 18-2

7. Once the amendment has been submitted, the status will change and a popup will appear 'Your amendment has been saved & submitted'.

eGrant Home Library Correspondence Logout DOE Home Tech. Assistance

2006 - 2007 Consolidated Application
 Title I, Part A (Improving The Academic Achievement Of The Disadvantaged)
 Roslyn School District 18-2

Total Amount Available: 52,515
 Total Amount Budgeted: 51,775
 Available Balance: 740
 Requested Amendment: 0
 Amended Budget Total: 51,775

Current status: **Submitted**

If you need to add an additional budget item, choose it from the list and click the "Add" button:

Object	Activity	(A) Existing	(B) Amount of Increase or Decrease	(A+B) Revised Total
100	Programs for Eligible Children (Title I)	\$ 40,000		\$ 40,000
200	Programs for Eligible Children (Title I)	\$ 11,775		\$ 11,775
300	Attendance and Social Work	\$ 0		\$ 0
	Indirect Costs		\$ 0	\$ 0

Amendment
 Your amendment has been saved and submitted.

Trusted sites

8. Click the 'Delete' button to delete the amendment. A popup will appear 'Are you sure you want to DELETE this amendment?' Click 'OK'.

The screenshot shows a web-based form for budget amendments. At the top, there are fields for 'Total Amount Budgeted' (51,775), 'Available Balance' (740), 'Requested Amendment' (0), and 'Amended Budget Total' (51,775). Below these is a 'Current status is:' dropdown set to 'Submitted'. A yellow banner contains the text: 'If you need to add an additional budget item, choose it from the list and click the "Add" button:'. Below this is a table with columns: 'Object', 'Activity', '(A)', '(B) Amount of Increase or Decrease', and '(A+B) Revised Total'. The table has four rows: '100 Programs for El...', '200 Programs for El...', '300 Attendance and', and 'Indirect Costs'. A red arrow points from the 'Delete' button at the bottom of the form to a confirmation dialog box that says 'Are you sure you want to DELETE this Amendment?'. The dialog box has 'OK' and 'Cancel' buttons. At the bottom of the form, there are buttons for 'Save', 'Save & Submit', and 'Delete'. The footer shows the time '2:25:34 PM' and the user 'Marc Frankenstein - Roslyn School District 18-2'.

Object	Activity	(A)	(B) Amount of Increase or Decrease	(A+B) Revised Total
100	Programs for El...		\$ 0	\$ 40,000
200	Programs for El...		\$ 0	\$ 11,775
300	Attendance and		\$ 0	\$ 0
	Indirect Costs		\$ 0	\$ 0

9. After the budget amendment is reviewed by the Department of Education, the authorized user that submitted the amendment will receive an email generated through the eGrant system indicating the amendment has been approved or denied.

Examples:

-----Original Message-----

From: eGrants@state.sd.us [mailto:eGrants@state.sd.us]

Sent: Wednesday, November 22, 2006 12:05 PM

To: Authorized User

Subject: Amendment Approved

The amendment for Title I, Part A (Improving The Academic Achievement Of The Disadvantaged) has been approved.

Request Submitted Wednesday, November 22, 2006

-----Original Message-----

From: eGrants@state.sd.us [mailto:eGrants@state.sd.us]

Sent: Friday, December 15, 2006 9:10 AM

To: Authorized User

Subject: Amendment Denied

The amendment for Title IV, Part A (Safe and Drug Free) has been denied for the following reason:

Please provide a brief description of these supplies and how they will support the

program.

[View Amendment](#)